

**A. Major Duties**

Typical, but not all inclusive, duties are illustrated by performance of any combination of the following:

Purchases supplies, services, and scientific equipment/materials using non-competitive open-market purchase methods, established contracts (BPA's), or competitive open-market purchase methods where specifications and statements of work are standardized, price and product characteristics are stable, and repeat vendors are used.

Verifies completeness of purchase orders received; determines minimum allowable purchase quantity, estimated cost, and source of supply by referring to GSA schedules, vendor's catalogs, and history files, or through direct contact with vendors; helps purchasers in defining product/service characteristics; and explains the regulations on the use of mandatory schedules and penalties for returns.

Determines whether item to be purchased is available on supply schedules or whether to solicit on the open market.

Negotiates with vendors on items such as price breaks, accelerated delivery, reduction of service charges, or waiver of fees. Awards orders based on comparison of price and delivery terms.

Uses electric typewriter or personal computers and related software to type various correspondences related to the work described above.

**B. Evaluation Factors**

**1. Knowledge Required by the Position** (FLD 1-3: 350 pts.)

Knowledge of Federal, Departmental, and Agency laws, regulations, and policies on procurement in order to make routine or standardized purchases within delegated authority.

Knowledge of regulations related to sources, the use of mandatory schedules, or ordering and documentation procedures used to purchase supplies, services, and scientific equipment.

Knowledge of the Service Contract Act of 1965, Davis Bacon Act and Associated Labor Laws, Walsh Healey Act, and Public Law 95-507.

Knowledge of basic price evaluation techniques to assess price reasonableness using well-established references, e.g., price lists, GSA supply schedules, and previous history files.

Knowledge of post-award procedures sufficient to resolve typical problems with deliverables, such as differences in price or quantity, or to recommend and prepare no-cost cancellations of purchase orders.

Skill in written and oral communication.

Skill in operating an electric typewriter or a personal computer, including related software, modems and printers.

**2. Supervisory Controls** (FLD 2-3: 275 pts.)

The incumbent's supervisor assigns work with standing instructions on objectives, priorities, and deadlines.

Incumbent carries out daily work assignments independently, uses accepted practices or procedures to resolve minor problems and deviations, and seeks guidance in resolving major problems from the supervisor or higher graded employee.

Review of work is accomplished by spot checking the appropriateness of decisions and based on feedback from requisitioners.

**3. Guidelines** (FLD 3-2: 125 pts.)

Guidelines consist of Federal, Departmental and Agency laws, regulations, and procedures, Federal Property Management Regulations, Public Laws, Comptroller General Decisions, Office of Federal Procurement Policy Letters, and Government Printing and Binding Regulations.

Incumbent uses judgment in interpreting the available guidelines and in selecting the appropriate references and procedures to use in making purchases.

**4. Complexity** (FLD 4-2: 75 pts.)

Incumbent provides procurement support for the assigned program area(s) and makes decisions based on a review or knowledge of similar purchases and basic

procedures.

Day-to-day independent action is necessary to make the most advantageous purchases by considering such factors as price, available sources, delivery dates, discounts, possible substitutes, and transportation and handling charges.

Incumbent determines appropriate purchase strategy and recommends awards using primarily price and/or delivery as determining factors. Major deviations or problems encountered are referred to the supervisor or higher graded employee for resolution.

**5. Scope and Effect** (FLD 5-2: 75 pts.)

The primary purpose of the work is to assure that procurement support is provided to the assigned program area(s). The incumbent provides purchasing services that are covered by well-defined and precise procedures and regulations; and clarifies what is needed and when, and selects purchasing methods and sources from a range of available options.

The incumbent's work products affect the smooth flow of everyday operations of the programs supported.

**6. Personal Contacts** (FLD 2a: 45 pts.)  
**and**  
**7. Purpose of Contacts**

Contacts are with clients in the serviced organization, contracting personnel at the Area and Headquarters levels, other Headquarters or Area Office personnel, sales representatives, and other contracting personnel. Contacts are made to clarify or exchange information related to routine purchasing requirements, obtain missing information, advise on status of work, and obtain approvals for substitutes or changes to the original order.

**8. Physical Demands** (FLD 8-1: 5 pts.)

Work requires some physical effort, such as standing, walking, bending, or sitting. Some travel within the Area may be required as well as occasional trips outside the Area.

**9. Work Environment**

(FLD 9-1: 5 pts.)

The majority of the work is performed in an office setting.

**C. Other Considerations (Check if applicable)**

- ☐ Exercises delegated small purchase authority up to
- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

TOTAL POINTS: 955

GRADE CONVERSION: GS-05 (855-1,100 pts)

September 17, 1996